



USAID | ZAMBIA
FROM THE AMERICAN PEOPLE

ENGLISH WRITING SKILLS INSTRUCTOR WANTED

Read the full Statement of Work and follow submission instructions on the USAID website, <http://zambia.usaid.gov/solicitations>. Applications and supporting documentation must be submitted by close of business of the closing date on the announcement.

Embassy of The United States of America
Subdivision 694/Stand 100
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Issue Date: May 16, 2014
Closing Date: June 23, 2014
Closing Time: 1700 hours, local time

SUBJECT: REQUEST FOR PROPOSAL (RFP) NO. 611-2014-04
FOR BUSINESS WRITING INSTRUCTOR

Dear Sir/Madam:

The United States Government, represented by the United States Agency for International Development (USAID) in Zambia, is hereby seeking proposals from interested parties in providing services to train USAID/Zambia employees in business writing skills. The successful bidder will be awarded a fixed price purchase order for the deliverables described in the attached proposed statement of work. If accepted, this purchase order will require the contractor to complete and deliver the specified tasks and/or products(s) within the final negotiated price.

If you are interested, please provide me with your proposal for accomplishing this work at your earliest opportunity, but no later than June 23, 2014. Your proposal should contain two sections in the following format:

1. A detailed proposal including cost for accomplishing the proposed scope of work.
2. Your proposed time schedule for accomplishing the work.

The attached proposed scope of work outlines what USAID expects to be addressed during this project; however, future minor adjustments might be incorporated. The final scope of work will be included in the official purchase order.

This letter in no way obligates USAID to award you a contract, nor does it commit the U.S. Government to pay any costs incurred in the preparation and submission of the foregoing. Do not incur any expense or begin work until notified that a purchase order has been awarded, in writing, by the Executive Officer. Please refer any questions you

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may have to Ms. Lucky Mwaka, via telephone at 260-211-357326/260-211-357000 or via email at lmwaka@usaid.gov or myself at shunt@usaid.gov

Yours truly,

Shelby Hunt
Executive Officer

Attachments:

1. Scope of Work
2. Evaluation Criteria
3. General Instructions to offeror

STATEMENT OF WORK – USAID/ZAMBIA

BUSINESS WRITING SKILLS – 6 MONTH PROGRAM

1. Background. Proficiency in professional writing is critical if United States Agency for International Development (USAID) is to succeed in communicating United States Government business objectives to external partners. Mission staff need to improve the quality and raise the standard of their written communications.

2. Training Objectives. The purpose of this training is to expose USAID/Zambia staff to professional writing standards and improve their writing skills. It is expected that the training will achieve the following objectives:

- Understand and apply USAID and professional stylistic standards for writing annual reports and strategy statement narratives, program descriptions, statements of work, success stories, news reports for print and electronic media, speeches; letters and memoranda.
- Acquire techniques required to be effective written communicators.
- Improve the quality of internal correspondences including e-mails and memoranda.

3. Scope of Work. Contractor shall provide training to the following groups of professional-level employees: Contract Officers' Representatives, Agreement Officers' Representatives, Team Leaders, Deputy Team Leaders, Activity Managers and Administrative Assistants. It is envisioned that two classes be formed based on student ability and subject matter, each meeting on a biweekly basis.

The training will be done weekly for six months with an option to renew.

Training will be structured to enable participants to familiarize themselves with USAID writing standards. Participants will be taught to recognize and use tone, image, and proper word usage and to write clear and succinct sentences. Basic grammar, editing, and punctuation will be reviewed, so participants will understand and recognize the characteristics of effective writing. Consequently, participants will be more confident in using editing and proofreading techniques.

The contractor shall propose the most effective training curricula and schedule a class of approximately 10 - 15 participants per session to meet the specified program objectives in Section 2 above.

4. Detailed Technical Requirements. The training shall be conducted at the U.S. Embassy, Lusaka. USAID shall provide the following:

- Flip Charts

- Overhead projector and screen or LCD projector
- Tables or sitting capacity for up to 15 persons
- Pens/papers/makers

The training is expected to take place over a six-month period upon signing of the contract. Each class is anticipated to have 10 – 15 students meeting every other week for 1 – 1.30 hours depending on the teacher's availability. During these sessions, the Contractor shall give practical work-related "homework" assignments for team and/or individual completion. At the end of the training, the Contractor shall administer a written test to each participant to assess overall understanding of the course.

5. Reporting Schedule. The contractor shall:

1. Based on an assessment of student writing skills, submit a report summarizing baseline writing skills and propose a concrete skill-based work plan.
2. Provide three electronic copies on CD of the course instruction materials, including but not limited to –
 - a. Future self-directed writing assignments, and
 - b. Exemplary samples of USAID writing styles and formats.
3. Provide a customer feedback report to be completed by each participant after the course, copies of which shall be submitted to the USAID Executive Officer.

6. Relationships and Responsibilities. The client for this contract is USAID/Zambia. The liaison for concerns, information and assistance throughout the engagement will be the USAID Executive Officer or his designee.

7. Terms of Performance. The effective date of this contract will be the date of the USAID/Zambia Executive Officer's signature. The engagement must begin as soon as practicable after the signing of the contract, subject to negotiation.

Payment will be as follows:

- Payment will be every month after USAID/Zambia accepts and approves the monthly reports, and upon receipt of invoice. Payment requests should be submitted to invoice.za@usaid.gov

Attachment 3

GENERAL INSTRUCTIONS TO OFFERORS

1. Interested offerors must submit Curriculum Vitae, and the submission must be written in English.
2. Interested offerors should submit the proposal either:
 - (i) Electronically – internet email with attachments
 - (ii) Email: lusakaaidprocurement@usaid.gov